

DD/S 68-3055

20 JUN 1968

FILE Personnel 12

MEMORANDUM FOR: Director of Personnel

SUBJECT : Proposed Revised Fitness Reporting System

1. The Executive Director-Comptroller, while indicating we want to approach this matter with great care, has approved your suggestion to solicit comments on the proposed Fitness Report Form from the other Deputies, the Inspector General, and the General Counsel. I would like to review your memorandum to them in draft form prior to its release.

2. In considering any revision of the Fitness Report system, I think we must be aware of the great length of time that elapses until a new or revised form is fully understood and appreciated. The education of rating officers is an important element of our present rating system which I believe has received very little attention in relation to its basic importance. Ratings are not consistent and I believe some are not prepared in accordance with the basic purpose of a Fitness Report.

3. I believe it is healthy to review our Fitness Report system periodically, and whether or not a major revision results it will cause us to reflect on the basic purpose of Fitness Reports.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Att: Memo dtd 13 Mar 68 to ExDir-Comp  
thru DD/S fr D/Pers, subj: Revised  
Fitness Reporting System

SA-DD/S:CVJ:es (18 June 68)

Distribution:

Orig & 1 - Adse w/O of att (DD/S 68-1307)

✓ - DD/S Subject w/cy of att

1 - DD/S Chrono

SECRET

18 June 1968

NOTE FOR: Mr. Banner 

The major revisions of the Clandestine Services proposed Fitness Report system are:

1. Establishment of only three ratings (Unsatisfactory, Satisfactory, Outstanding) to replace the present Weak, Adequate, Proficient, Strong, and Outstanding.
2. Require ~~and~~ narrative comments in justification of each "Specific Duty" rating.
3. Require actions on Unsatisfactory or Outstanding ratings.
4. Require a performance consultation at least once each year either separately or at the time Fitness Reports are prepared.

VT  
VRT



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DDP Personnel 12  
FILE Personnel 12  
DDP 68.1307

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support *RB* 22 MAR 1968

SUBJECT : Revised Fitness Reporting System

1. This is for your information and to request guidance for further action on my part.

2. You will recall that in the course of a meeting in your office the morning of 12 March I reported that Mr. Karamessines had forwarded a proposal for a revised fitness reporting system. I suggested that it might be appropriate, in view of the recent meeting in your office, to distribute the proposal to the other Deputies, the Inspector General, and the General Counsel for their review. You replied that you would like to review it yourself before further action. I think that the proposal is largely in consonance with the discussion on 23 February with the possible exception that the form does not sufficiently emphasize the importance of the performance consultation. This, of course, could probably be just as well handled in a revised fitness reporting instruction. Inasmuch as any revision should be concurred in by all the Deputies, I would urge that we distribute copies of this proposal to them for their comment.

3. Your guidance is requested.

Robert S. Wattles  
Director of Personnel

Att: 6 Mar Memo fr DD/P

Distribution:

Orig & 1 - Addressee w/att.

2 - DD/S w/o atts *Personnel, General*

1 - D/Pers Subj (Reports 7) w/att.

1 - D/Pers Chrono w/o att.

OD/Pers/RSWattles:hc (13 Mar 68)